CITY OF WASILLA
290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

COUNCIL MEMORANDUM
NO. 94-20

FROM: Clerk's Office

DATE: April 25, 1994

SUBJECT: Request for Proposals; Copy Machines

The Clerk's Office contacted eight companies requesting specification sheets on copy machines with a minimum speed of 60 copies per minute. After reviewing the specification sheets from each of these companies, a request for proposal (RFP) was created. The RFP included a minimum copy speed of 80 copies per minute, trade in value of our old machine, a minimum number of bins in a sorter, annual maintenance costs and a City business license was required of all companies considered. The RFP was sent out on March 23, 1994 with a response date of April 6, 1994. March 30, 1994 a concern was raised that the Clerk's Office was intentionally eliminating companies by requiring an 80 copy per minute machine. Addendum No. 1 was issued to all companies that day lowering the minimum copy speed to 70 copies per minute.

Six companies responded to our request, two of which have been eliminated because of a lack of a City business license. Attached is a spread sheet of the four proposals considered. Marilyn Stewart and Marj Harris saw presentations on each machine available.

Since the remaining companies have similar machines and maintenance offers the Clerk's Office is recommending Xerox for the following reasons:

1. Trade in value of the Cannon is the highest offered at $16,500.00.

2. There is no reduction in copy speed for the letter/legal at 80 cpm, the majority of our copying are these two sizes, operator time savings.

3. The Recirculating Document Feed System is vacuum fed and holds up to 100 originals, operator time savings.

4. Xerox includes the capability of copying continuous forms and 11"X 22" copies, this could be beneficial to the Finance Department, Public Works Department and the Planning Office.

5. Xerox is capable of using pre-punched paper for packets, this could possibly save on operator time depending on the cost of pre-punched paper.

6. Xerox is set up to tie into a phone line and can automatically dial an 800 number for early detection of problems, cutting down time on the machine.

7. Finally Xerox has a "Total Satisfaction Guarantee" for 3 years from date of delivery to replace the equipment if not satisfied.

Erling P. Nelson

Erling P. Nelson, CMC
City Clerk/Finance Director

REQUEST F[illegible] PROPOSALS
COPY MACHINES

SPECIFICATIONS	FRONTIER BUS. MACH	THE OFFICE PLACE	VALLEY BUS.MACH.	XEROX CORP.
MODEL/TYPE	SHARP SD 3062	RICOH FT 8880	ROYAL 2270	XEROX 5385
CITY BUSINESS LICENSE	YES	YES	YES	YES
COPIES PER MINUTE	62 COPIES/MINUTE	80 COPIES LETTER	70 COPIES LTR = SIZE	80-LTR/LGL 60-LEDGR
WARRANTY-REPLACEMENT	90 DAYS YES	90 DAYS YES	90 DAYS YES	90 DAYS YES
RECIRCULATING DOCUMENT FEED	AIR KNIFE VACUUM	VACUUM	ROLLER	VACUUM FEED
RECIR.DOC.FEED CAPACITY	50 ORIGINALS MAX.	50 ORIGINALS MAX.	50 ORIGINALS MAX.	100 ORIGINALS MAX.
BIN CAPACITY	500 SHEET MAX.	2,000 SHEET MAX	50 SHEET EA. BIN	1,000 SHEET MAX.
SORTER/OFFSET STACKER	OFFSET STACKER	OFFSET STACKER	40 BIN TANDEM	OFFSET STACKER
PAPER SIZES	8-1/2X5-1/2 TO 11X17	5-1/2X8-1/2 TO 11X17	8-1/2X14 TO 11X17	5-1/2X8-1/2 TO 17X22
STAPLER CAPACITY	50 SHEETS	50 SHEETS	20 SHEETS	50 SHEETS
PAPER TRAY STORAGE CAPACITY	4,100	5,050	3,550	4,850
MULTIPLE COPY	1-999	1-999	1-999	1-999
MAGNIFICATION	50-200%	50-200%	64-141%	50-200%
COPY PAPER WEIGHT	110/INDEX-65 COVER	14 - 42 LB.	22 LB. AVERAGE	9 - 110 LB. INDEX
ANNUAL MAINTENANCE COST	$2,400 ANNUAL *	$3,120 ANNUAL *	$3,120 ANNUAL *	$3,408 ANNUAL **
TONER COST	INCLUDED IN MAINT.	INCLUDED IN MAINT.	INCLUDED IN MAINT.	$145.00
TONER YIELD	28,000 COPIES	55,000 COPIES	20,000 COPIES	100,000 COPIES
DEVELOPER COST	INCLUDED IN MAINT.	INCLUDED IN MAINT.	INCLUDED IN MAINT.	$385.00
DEVELOPER YIELD	125,000 COPIES	300,000 COPIES	140,000 COPIES	750,000 COPIES
RESPONSE TIME	4 HOURS	4 HOURS	4 HOURS	4 HOURS
PLACEMENT TIME	3 DAYS	3 DAYS	2 - 3 WEEKS	3 DAYS
COST OF TRAVEL TIME FOR MAINT.	INCLUDED IN MAINT.	INCLUDED IN MAINT.	NONE - LOCAL	NONE - LOCAL
TRADE IN VALUE	$ 8,505.00	$ 1,000.00	$ 1,000.00	$ 16,500.00
NET PRICE	$ 19,995.00	$ 24,379.00	$ 14,995.00	$ 23,750.00
MAINTENANCE COSTS ARE	*TONER AND DEV.	*ALL PARTS,LABOR &		**MAINTENANCE
BASED ON 20,000 COPIES MO.	INCLUDED BILLED IN	SUPPLIES EXCEPT		INCLUDES:
	ARREARS	PAPER AND STAPLES		$3,060.00 MAINT.
		INCLUDED BILLED IN		$348.00 TONER
		ARREARS		COST

CITY OF WASILLA
290 E. HERNING AVE.
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PHONE: (907) 373-9050
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March 23, 1994

NAME~
ADDRESS~
CITY~

ATTENTION: CONTACT NAME~

RE: COPY MACHINE SALES

The City of Wasilla is currently seeking proposals for a copy machine with sorter. Proposals will be accepted until 5:00 P.M., Wednesday, April 6, 1994. Notification will be made in writing of the final decision. The City of Wasilla may select proposals based on specifications, price, service availability or other factors. The City of Wasilla reserves the right to reject any and all proposals. In order to be considered your company must have a current City of Wasilla Business License. Please submit proposals to:

Marjorie D. Harris, CMC
Deputy Clerk
City of Wasilla
Department of Municipal Services
290 East Herning Avenue
Wasilla, AK 99654-7091

The machine being replaced is a Canon NP7550 with 25 bin sorter. Specifications listed are a minimum requirement, additional options or features should be kept separate in your proposal. Proposals must include the following:

Trade In Value:
Length of Warranty:
Cost of Toner:
Cost of Annual Maintenance Agreement:
Copier Cabinet (If not a stand-alone machine):

<u>Copy Machine Specifications:</u>

Developing System:	Dry
Type:	Stand Alone Preferred
Copy Board:	Fixed Platen
Acceptable Originals:	Sheets, Books and 3-dimensional objects
Minimum Copy Size:	8-1/2" x 11"
Copy Size:	Ledger (11" x 17") Legal (8-1/2" x 14") Letter (8-1/2" x 11")

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Acceptable Originals:	Sheets, Books and 3-dimensional objects
Minimum Copy Size:	8-1/2" x 11"
Copy Size:	Ledger (11" x 17") Legal (8-1/2" x 14") Letter (8-1/2" x 11")
Magnification:	Standard Mode (1:1) Reduction Mode (1:0.75)/(1:0:64) Enlargement Mode (1:1.27)

Copy Machine Specifications :

Auto Shut Off:	Optional
Multiple Copies:	1 to 99
Document Feeder:	Acceptable Originals; statement up to ledger
Minimum Paper Volume:	250 Sheets per Cassette
Copy Speed:	80 Per Minute

Sorter Specifications:

Number of Bins:	30
Bin Capacity:	30 Sheets per Bin (20 lbs. paper stock)
Paper Sizes:	Maximum: Ledger Minimum: Letter
Collation:	Face Up

Marjorie D. Harris, CMC
Deputy Clerk

CITY OF WASILLA
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PHONE: (907) 373-9050
FAX: (907) 373-9085

March 30, 1994

NAME~
ADDRESS~
CITY~

ATTENTION: CONTACT NAME~

RE: COPY MACHINE SALES
ADDENDUM NO. 1

Copy Speed:	70-80 Copies Per Minute

Sorter Specifications:

Number of Bins:	30*

*THIS NUMBER DOES NOT ELIMINATE THE OFF-SET MACHINE FOR THE SORTER.

Bin Capacity:	30 Sheets per Bin (20 lbs. paper stock)
Paper Sizes:	Maximum: Ledger Minimum: Letter
Collation:	Face Up

Information For Maintenance:

The volume of copies used is approximately 20,000 per month.

Marjorie D. Harris, CMC
Deputy Clerk

The attached letter was sent to the businesses below:

ARCTIC
~~Artic~~ Office Products
100 West Fireweed Lane
Anchorage, AK 99503
Randy Moore
907 276-2322
FAX 279-4359

Frontier Business Machines
1432 Ingra
Anchorage, AK 99501
Randal Myers
907 276-6360
FAX 257-9950

Valley Business Machines
470 West Nelson PO BOX 873320
Wasilla, AK 99654
Loren Rupe
907 376-5077
FAX

The Office Place
4831 Old Seward Highway
Anchorage, AK 99503
Debbie Mihelich
~~907 786-5145~~ 561-5255 - 786-5126
~~FAX 786-5140~~ 786-5185

Pitney Bowes Copier Systems
401 B Street
Anchorage, AK 99503-5991
Ron Diltz
900 322-8000
FAX 907 561-8231

Business Machines Center
3227 Artic Blvd.
Anchorage, AK 99503
Dan Cordell
907 562-1080
FAX 562-6411

Xerox Corporation
4341 B Street
Anchorage, AK 99503
Van M. Bridges
907 561-8200
FAX

Alaskan Office Source
2600 Minnesota Drive
Anchorage, AK 99503
John Munson
907 276-2295
FAX 279-8888

VALLEY BUSINESS MACHINES

May 2, 1994

Dear Council member,

Valley Business Machines, Inc. is presently supplying and maintaining the office equipment of many homes and businesses in the Mat-Su Valley; some of which are represented on the City Council.

Valley Business Machines, Inc. is a local corporation offering quality equipment and service, excellent response time and competitive prices. Our goal is to supply your office equipment with 100% satisfaction.

After attending the last city council meeting on April 25, it is apparent that, even though we offered our copier at a reduced price, you have decided that you would rather have a "Xerox" brand copier.

Under the present conditions, our goal of 100% customer satisfaction cannot be met. Therefore, Valley Business Machines, Inc. is withdrawing our bid for your new copier.

"Shopping the Valley" affords benefits to all.

Sincerely,

Loren Rupe

Loren Rupe, President
Valley Business Machines, Inc.

c/c: City council members
Mayor Stein
Marjorie Harris

470 W. Nelson
P.O. Box 873328
Wasilla, Alaska 99687
(907) 376-5077

REQUEST FOR PROPOSALS
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		INCLUDED BILLED IN		$348.00 TONER
		ARREARS		COST

110lb only through one cassette rest 32lb max

wrong. 25,000 per cartridge the 100,000 copies is how many copies you can get out of a box of four cartridges Toner

14995 copier
3120 maintenance
18,115 Total 1st year cost Toner included

23,750.00 copier
3060.00 maintenance
26,810.00 Total 1st year cost + Toner not included